



**New Zealand Loyal**  
**POLITICAL PARTY – ELECTED POSITIONS**  
**Process of Nomination**

**Nominating Committees**

New Zealand Loyal's constitution states which committee has the responsibility for nominating board members. This is called the **Nominations** committee. Before seeking nominations, the board secretary should give the members of the Nominations committee a membership list, a copy of the constitution, a description of Board member duties, and requirements.

The first step for the nominating committee is to evaluate current board members to assess whether they are performing satisfactorily and should be considered for re-election. Evaluations may be performed by a subset of the nominating committee or an independent third party to ensure fairness.

The second step for the nominating committee is to receive recommendations for new board members from management or current board members. The nominating committee should review the resumes of potential candidates, assessing their skills and experience to determine if they meet the qualifications for the position. In reviewing candidate profiles, the committee should also consider criteria including:

- Proven leadership
- Previous board experience
- Knowledge and experience
- Diversity - including age, gender, ethnicity, race, disabilities, geography
- Experience with large and complex organizations
- Current or prior CEO, COO, or CFO level experience
- Skillset - including finance, legal, auditing, government affairs, public relations, community experience, and knowledge of the organizations

The third step for the nominating committee is to give a list of candidates to the full committee for discussion and review.

The committee then contacts each candidate to make an assessment for a high level of personal and professional integrity, as well as to assess their level of commitment to the organisation, and availability. This is often done by assigning one member of the nominating committee to one candidate, who will bring a candidate summary with recommendations back to the full committee. Additional interviews by the nominating committee and the Party President may be necessary to ensure due diligence. Additional interviews may be conducted with the assistance of a third party. The committee forms a final slate of recommended candidates to the full board for formal approval. Nominees should not be present at this meeting to allow for open discussion by the board.

A Board appointments committee will be established by the Board to identify the skills and experience needed from candidates to satisfactorily fulfil the governance expectations required of all Board members and to certify the suitability of Board candidates. The Board may decide in its discretion to exclude a candidate to stand for Board if it is deemed that their candidacy may be detrimental to the Party and any candidate who is bankrupt, has been found guilty of fraud or dishonesty, been incarcerated for two years or more or who is disqualified as a director under the Companies Act.

The following positions will be opened for nominations to be elected by the members at the Annual General Meeting on 30 November 2024.



**Definition: The Leader of the Party**

Party leaders occupy leadership positions within the party hierarchy and guide the organization's direction, strategy, and decision-making. Party leaders are responsible for setting priorities, rallying support, and representing the party's interests to external stakeholders.

They must navigate the complexities of political landscapes, anticipate emerging challenges, and seize opportunities to advance their party's goals while maintaining cohesion and unity within their ranks.

**Responsibilities:**

- 1 Providing vision, direction, and strategic guidance to the Party,
- 2 Articulate a compelling narrative that resonates with voters and inspires loyalty among party members.
- 3 Managing internal affairs
- 4 Assist in ranking candidates on the list
- 5 Overseeing party structures
- 6 Fostering a culture of inclusivity and accountability
- 7 The Leader shall exercise all authority necessary for the effective organisation of the Party's activities in Parliament.
- 8 The Leader is also responsible for:
  - a. Personnel decisions
  - b. Allocating portfolios and spokesperson's roles,
  - c. Appointment of roles important for Parliamentary functions such as the Chief of Staff and whips' roles,
  - d. Establishing committees of Parliamentary Members as necessary to support the Parliamentary Division.
  - e. Promoting, publicizing, and implementing Party policy in Parliament.
- 9 Organise strategies to ensure that the party operates efficiently and effectively.
- 10 The Leader is an ex-officio Member of the Board and all committees of the Party.
- 11 Number one on the party list automatically
- 12 Address the members at the Annual General Meeting or convention
- 13 The Leader has the right to attend any meeting of the Party
- 14 The Leader shall chair meetings of the Parliamentary Division.
- 15 May submit remits to the Convention
- 16 The Leader shall be an additional ex-officio member of the Policy Council, which shall invite the member of the Parliamentary Division who is the spokesperson in an area of policy to be discussed, to all meetings on issues in that policy area.
- 17 No member other than the Leader, the Deputy Leader or the relevant Parliamentary Division spokesperson may make any public policy statement on behalf of the Party, provided that during a general election campaign or during a by-election, a candidate standing for election for the Party may make authorised Party policy announcements on behalf of the Party at public meetings, and during interviews by the media, electioneering by door knocking, and on the candidate's printed electioneering material.



## **DEPUTY PARTY LEADER**

Definition: **The Deputy Leader of the Party**

### **Responsibilities:**

- 1 Be a member of the Board.
- 2 Be part of the List Ranking Committee. The List Ranking Committee shall, at its complete discretion, and by a procedure that it collectively decides, determine the order of the candidates
- 3 Deputy Leader is ex-officio Members of the Board and all committees of the Party.
- 4 Address the members at an Annual General Meeting
- 5 The Deputy Leader will exercise the authorities and responsibilities of the Leader delegated by the Leader; and during any period of absence for more than one week or during any period of incapacity of the Leader the Deputy Leader shall exercise the rights and responsibilities of the Leader which are determined by the Parliamentary Division.
- 6 The Deputy Leader shall be additional ex-officio members of the Policy Council, which shall invite the member of the Parliamentary Division who is the spokesperson in an area of policy to be discussed, to all meetings on issues in that policy area.



## **PARTY PRESIDENT**

**Responsible to:** The voting Members of the New Zealand Loyal Party

**Responsible for:** Overall governance and management of the Party

**Definition: The Party President**

Party President means the President of the Party elected by the members at the party convention

### **Responsibilities:**

- 1 Manage the Party's internal affairs
- 2 Ensure that the party is organised and compliant with relevant laws and regulations
- 3 Be part of the Board
- 4 Be the spokesperson for the Board
- 5 Chair all Board meetings
- 6 The President shall, ex-officio, be a member of all committees of the Party. The President has the right to attend any Party meeting.
- 7 The President, or in the President's absence the Party Secretary, shall preside at the Convention and any Special Meetings of the Party.
- 8 Recommend to the Board along with the Party Leader the appointment of the Party Secretary
- 9 Specify the time and place of all Board Meetings which shall be at least quarterly
- 10 The President (or in the President's absence a person appointed by the Board shall furnish at each Convention a full report on the operation of the Party
- 11 Accept notice of resigning Board members
- 12 Be notified of any change of address of the party
- 13 The President shall be elected annually at the Convention and shall be eligible for re-election at each Convention thereafter.



## **PARTY SECRETARY**

**Responsible to:** The Board of the New Zealand Loyal Party

**Responsible for:** All staff employed by the New Zealand Loyal Party

The Board may appoint the Party Secretary who is a fully participating member of the Board. In most parties, the party secretary is second in rank to the party leader (or party chairman).

**Definition: The Party Secretary**

Party Secretary means the Party Secretary appointed by the Board.

**Responsibilities:**

**Leadership and Management:**

The Party Secretary

1. shall maintain the Party's relationship with the Electoral Commission and hold responsibility for the required filing of all legal returns and declarations and all other obligations on behalf of the Party under the Electoral Act 1993 and other applicable electoral legislation and Regulations.
2. shall be totally familiar with the Party Secretary Handbook.
3. Shall be responsible for the implementation and constitution of the New Zealand Loyal Party
4. The Party Secretary must be a full member and will be engaged on a contract for services or on a contract of service upon such terms and conditions the Board shall think fit.
5. A Member of Parliament shall not be appointed as the Party Secretary.
6. The Party Secretary shall see that the funds of the Party are properly accounted for and that proper books of account are kept. The party's budget and accounts, overseeing a transparent system of prudent and effective controls to minimise risk, putting effective budgetary controls in place, ensuring that they meet the desired objectives and the requirements of relevant legislation.\
7. The Party Secretary, in conjunction with the Party President, shall oversee the candidate process, including selection and the administering the List Ranking Process.
8. The organisation of the party's annual conference and the national policy forum.
9. You will need to demonstrate through the provision of clear written evidence how you meet the following criteria of the role. The demonstration of evidence must all be done within the application form.
10. Personal Specification Criteria:
  - a. Evidence of substantive experience of leadership at senior management level within a medium-to-large sized public or private sector organisation.
  - b. Proven track record of success in senior management.
  - c. Demonstrable evidence of campaign leadership experience, whether it be in a political, advertising/media or issues focused campaign environment.



- d. Evidence of sound political judgement, commercial acumen and strong negotiation skills.
- e. Evidence of negotiating and working alongside senior politicians, and of delivering/implementing political strategies or campaigns.
- f. Proven ability to handle conflict and disagreement constructively and to work in partnership towards shared goals.
- g. Professional written and verbal communication skills;
- h. ability to articulate a compelling vision and to act as a key Ambassador for the party.
- i. Strategic thinker and self-starter who is able to prioritise issues and identify short and long-term goals.

## **2. Building a successful team**

- 1. Demonstrable experience of creating and managing a successful and diverse medium to large sized team of staff.
- 2. Evidence of having brought out the best in individuals within an innovative, dynamic, and united team while working in a highly pressurised and fast paced working environment.
- 3. Understanding and experience in developing and using methods for staff appraisal and accountability.

## **3. Organisational Transformation**

- 1. Evidence of significant change management experience, with proven results in driving through strategic, cultural and organisational change within a medium-to large sized public or private organisation.
- 2. Ability to identify and respond to change that may threaten or provide opportunities.

## **4. Budgetary and Compliance Management**

- 1. As accounting officer, demonstrable experience of taking responsibility for and managing a large multifaceted budget across a medium-to-large sized organisation.
- 2. Understanding and experience of managing income and expenditure flows; financial management and planning; and of risk management.
- 3. Evidence of having managed compliance requirements for an organisation; and understanding of key compliance laws and requirements.

## **5. Fundraising Experience**

- 1. Demonstrable experience in fundraising, income generation, or sales; with evidence of ideas that have improved the income-generating performance of an organisation.

## **6. Stakeholder Management**

- 1. Proven track record in building and managing relationships with senior stakeholders within and outside an organisation.
- 2. Evidence of having used highly efficient and effective communication skills to communicate strategies and visions to stakeholders.
- 3. Proven ability to form and drive through policies or strategies that require the persuasion of other stakeholders to implement successfully.

**New Zealand Loyal Party Values**

1. Evidence of having a longstanding commitment to, and experience in, the New Zealand Loyal Party as a campaigning organisation.
2. Understanding of the governance of the New Zealand Loyal Party including the respective roles of the General Secretary, the Leader of the New Zealand Loyal Party and shadow frontbench, the National Executive Committee, elected representatives, activists and volunteers.

**Would Suit Someone Who:**

- 1 Appreciates the values and culture of the New Zealand Loyal Party.
- 2 Relishes the challenges of modernising a complex organisation and can implement a political strategy for its long-term survival and well-being.
- 3 Enjoys the building and maintenance of strategic relationships within the context of a modern membership organisation.
- 4 Enjoys leading, inspiring, and supporting, working in a small, flexible team that focuses on results.
- 5 Can command the engagement and support of New Zealand Loyal Board, the Party membership, the Party's elected representatives or Senior representatives of New Zealand Loyal Party.



## BOARD MEMBERS

(Up to Five (5) Members may be elected at the conference or Annual General Meeting.)

**Definition:** A member of the controlling body of the Party

The duties of every nonprofit board member fall into three categories:

- 1 **Duty of care.** Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.
- 2 **Duty of loyalty.** When acting on behalf of the organisation, New Zealand Loyal Board members must put the interests of the party before any personal or professional concerns and avoid potential conflicts of interest and
- 3 **Duty of obedience.** Ensure that the Party obeys applicable Acts and regulations; follows its own constitution and that the party adheres to its stated corporate purposes/mission.

### Responsibilities:

#### Legal Duties

1. The board for New Zealand Loyal has a legal duty to establish an information and reporting system to flag board members when any potential legal concerns are looming. The reporting system needs to be devised so that it alerts board members with sufficient time to take action if it's needed. Legal duties fall under the duty of care.
2. Being a director of New Zealand Loyal is an active role, where individual board members should be vetting all issues and concerns by asking questions to get clarification and secure the facts. Once issues are out on the table, each member has a duty to participate in a discussion about how to avoid or mitigate any legal matters or potential legal matters to protect the organisation.
3. When board members lack the legal expertise to make competent decisions, they should seek out independent professional advice, especially regarding contractual issues.
4. Board members who hold strong commitments to matters of compliance, transparency, and accountability have a better chance of safely navigating away from any legal trouble.

#### Appointing the other ancillary Board Members

1. One of the first and most important duties of the nonprofit board of directors is to make sure that the organization has a strong and competent leader.
2. Assist with the selection and appointment of the
  - a. Party Secretary
  - b. Party Treasurer
  - c. List Selection Supervisor
3. Assist with the selection of the current address of the Party
4. The board should form a process for recruiting and vetting candidates that includes a thorough interview process. As part of their process of designating leadership, the party needs to establish a format for setting the Party President's compensation. When developing these processes, it's important to also set up a plan for the board's evaluation. The board may opt to delegate these tasks to a committee.





### **Fundraising**

- 1 The New Zealand Loyal Board has a duty to participate in fundraising which also falls under duty of care. Board members need to make sure that facilities are clean and properly maintained, and that directors or members are not wasting materials or other resources. Taking responsibility for asset management includes overseeing any employees, such as monitoring, hiring and firing, and overseeing salaries or other benefits.
- 2 Besides planning and participating in fundraising, the Board has a duty to oversee all financial matters.
  - a. Board members have the responsibility for the financial oversight of earnings from merchandise, conferences, fundraising, events, donations, grant monies, and government support. Having profitable fundraising programs ensures that the Party has the financial resources to fulfil its vision and mission.
  - b. Financial oversight also includes ensuring that members of the Board use nonfinancial assets prudently and responsibly.
  - c. Determine how the investment of all monies not immediately required for any of its objects will happen
  - d. Set the annual subscription fee for members

### **Responsibilities That Fall Under Duty of Obedience**

- 1 Accept applications for membership
- 2 Complaints
  - a. Organise a hearing to consider any complaints about members
  - b. Notify the member concerned regarding any complaint
  - c. Be present at a meeting to discuss and resolve complaints
- 3 Appoint any committees that shall from time to time be required
- 4 Set strategy and direction for the party
- 5 Delivers financial stewardship
- 6 Sets work programmes
- 7 The Party's constitution guides the Board in all areas of ethics and compliance. The Board members, individually and collectively, have the responsibility for complying with all local and national acts and regulations.
- 8 Ethical integrity reflects the organisation's public and private credibility. Thus, each board member has a responsibility for making decisions and presenting themselves in a virtuous and ethical manner.
- 9 A thriving nonprofit organisation usually has many programs and services. In keeping with the organisation's vision and mission, board members should be routinely and actively monitoring and strengthening their offerings to the Party.
- 10 While serving on the Board can be fun and rewarding, occasionally, the board must deal with uncomfortable matters. They are responsible for avoiding and resolving conflicts, and as necessary, acting as a court of appeals when there are disagreements between board members.
- 11 Finally, is responsible for Organisational Performance - board members need to monitor their own individual performances and the performance of the full board.



### **Responsibilities That Fall Under Duty of Loyalty**

- 1 When setting up the party, the founding board members need to write the vision and mission, which is central to everything else they do. Board members have a responsibility to make sure that every decision they make and every vote they take falls squarely within the vision and mission.
- 2 Board members should make every effort to attend all board meetings, in person, whenever possible. The constitution will often indicate how many board meetings a Board member can miss before the board takes some action regarding the board member's status because missing meetings affects voting and decision-making.
- 3 Confidentiality is a key responsibility of board members. Board members should respect the confidentiality of the organization's affairs, especially when breaching that confidentiality could interfere with the progress of the organisation's mission.
- 4 Board members should make all decisions in the best interests of the organisation and avoid personal conflicts of interest. The constitution has a specific conflict of interest policy, which should be strictly enforced by all board members.
- 5 Since much of the party's support and finances comes from the community, board members play a central role in enhancing the reputation of the party, advocating for its mission and networking with the public. This includes showing the Party in a positive light in the media to promote the organisation's cause.
- 6 On a more personal level, board members have a responsibility to maintain good relationships with each other, staff, affiliates and others within the party's network.